

Weekly Time Sheet

Request Data

Employee Name

Enter the employee's actual name as it appears in their personnel record. Do not enter nicknames or name abbreviations.

Begin Date / End Date

Enter the begin and end dates for the data entry period.

Personnel Number

Enter the 8-digit personnel number.

Business Area (Agency Number)

Enter the agency code. This is a 4-digit number. For example, 0610 represents the Department of Finance & Administration.

Personnel Area

Enter the unique personnel area that this employee is assigned to. The personnel area is a combination of a 2-digit agency code and a 2-digit sequence number representing that agency's physical location. For example, the Department of Finance & Administration has several locations that are sequentially numbered. DFA's first physical location is indicated by FA01.

Time Entry Data

Rec CCTR

If a time entry should be billed to a cost center different than the employee's default cost center, enter the receiving cost center.

Rec WBS

If a time entry should be billed to a project or order (work breakdown structure), enter the receiving work breakdown structure.

A/A Type

Enter the correct Absence or Attendance type for the time entered. Valid Absence/Attendance types are found on the second page of the form

Wage Type

If the time worked should be processed with a wage premium, enter the proper wage type for the time entered. Valid Wage types are found on the second page of the form

Position

If the employee needs to record time against a different position such as Job Share or Concurrent, enter the second position number.

From/To

Enter the start and end time for each work period in military time.

Daily Totals

Enter the total hours for each workday.

Authorizations

Employee

The employee must sign the time sheet to validate the request.

Approving Authority

The employee supervisor must approve the request.

Keyed by

The time entry clerk that enters the time sheet will initial the sheet.